# Formal Evaluation Documentation

## Preface

There are three types of Formal Performance Evaluations: **Annual, Flex and Probationary.**

The **Formal Evaluation Document** serves as a basis for making sound administrative decisions.

**Status** and **due dates** for formal, probationary/flex performance evaluation documents will be initiated through query by the Agency Performance Evaluation Coordinator.

The **Manager** must enter the major job responsibilities found on the **Job Performance Plan** onto the Formal Evaluation Document.

The **Manager** will rate the **Employee's** performance and provide documentation to support the rating for each Major Job Responsibility, and provide the employee an opportunity to agree or disagree and to comment on the assessment.

The Major Job Responsibilities listed on the Formal Performance Evaluation Document must match those listed on the current **Job Performance Plan**.

**Managers** will provide **Employees** with a paper copy of their **Formal** Evaluation Document at the time of discussion.

Pending Performance Evaluations will be able to be viewed by Managers in Edison through Manager Self Service.

Note: This is a summary of the steps found in the Edison PE training and is offered as a supplemental tool.  It is not a substitute for that training which is available on the Edison home page, path:
Edison Support Information > HCM > Human Resources > Reference Materials / Policy & Procedure

# Procedures

**Formal Evaluation Documentation** includes the following 8 tasks.  Six of these tasks are completed by the **Manager.**  In addition the **Reviewer** and the **Appointing Authority** each must **Approve or Deny** all Formal Evaluations.

1.  **Manager Enters the Formal Evaluation**

2.  **Manager Rates the Formal Evaluation**

3.  **Manager Makes the Formal Evaluation Available**

4.  **Manager Acknowledges the Formal Evaluation (on behalf of the employee if necessary)**

5.  **Manager Submits the Formal Evaluation**

6.  **Reviewer Officially Approves/Denies the Formal Evaluation**

7.  **Appointing Authority Approves/Denies the Evaluation**

8.  **Manager Completes the Formal Evaluation**

This pamphlet also includes:
**Viewing Historical Performance Documents**

## 1. Manager Enters the Formal Evaluation

Go to: Manager Self Service>Performance Management>Performance Documents>Current Documents

Listed are the **current** performance evaluation documents for employees you manage.

Completed documents from this and other cycles are located in historical documents.

- Click **Annual** in the Document Type column.
- Click the **Start** link.

The **Manager** must enter each Major Job Responsibility into the Edison Formal Performance Evaluation Document.  (They may be copied from WORD or the Edison Job Performance Plan Comments Section.)

- Click the **Add Major Job Responsibility** link.
- Click in the **Title** field.
- Open a document that contains the **Job Performance Plan** (1st PE step) for this **Employee**.
- Copy the number and title of the Major Job Responsibility.
- Click the **Title** field.
- Type or paste the Job Responsibility number and title.
Note: If the **Title** field is not long enough you may use the **Comments** field to capture the full wording after the next step.
- Click the **Update** button.
- Scroll down.
- Click the **Add Major Job Responsibility** link.  Return to this employee's Job Performance Plan to obtain the next **Major Job Responsibility**.
Continue to **Add Major Job Responsibilities** from the Job Performance Plan to the **Formal** Performance Evaluation Document using the steps outlined above until all major job responsibilities are entered.
- Click scroll bar.
- Click the **Save** button.

- Verify that ✅ **You have successfully added this employee's Major Job Responsibilities to the current Formal Evaluation and saved your document.**

## 2. Manager Rates the Formal Performance Evaluation (located in Current Documents)

- Click **Annual** in the **Document Type** column
- Click the **Edit** link.
- Use the scroll bar to begin viewing and rating the Major Job Responsibilities.
- Click the **Comments** section of a Major Job Responsibility and enter comments.

**Important:** **Manager Comments to support ratings are required for each Major Job Responsibility, <u>and</u> in the Overall Manager's Comments Section. If comments are not added, the document will be denied and returned to the Manager.**

The **Comments** section will hold several pages of data so you can enter as much as you need.

- Click the **Rating** button.
- Click the appropriate rating.
- Use the scroll bar to continue reviewing and rating the Major Job Responsibilities.

After you have entered comments and rated each individual Major Job Responsibility, determine the overall rating in **Overall Summary**.

- Click the **Rating** button.
- Select the appropriate **Overall Rating**.
- Click **in the Manager Comments section**. Manager's Comments are **required** for each Formal Evaluation Document. The comments section will hold several pages.

**(All comments are a matter of public record.)**

- Click the **Save** button at the bottom of the Performance Evaluation Document. You are returned to the top of the Performance Evaluation Document.
- Verify that ☑ **You have successfully saved your evaluation.**

Notify the Reviewer outside the Edison System (in person, by telephone, or by email) that the document is ready for their review and initial approval.

The **Reviewer** will notify the **Manager** of approval or required modification OUTSIDE the Edison System: in person, by telephone, or by email.

Once the **Reviewer** has initially approved (not Acknowledged, this will occur at a later step) the **Annual** Performance Evaluation Document, the **Manager** can discuss the **Annual** Performance Evaluation Document with the **Employee**.

## 3. Manager Makes the Formal Performance Evaluation Available

Prior to making the **Formal** Performance Evaluation **Available for Review:** the **Manager** must receive initial **approval** from the **Reviewer** in person, by telephone, or by e-mail (Reviewer does not acknowledge the evaluation at this point).

Once the Formal Evaluation is Made Available:
1. The **Manager** must hold **a meeting** with the **Employee** to discuss the **Annual** Performance Evaluation Document.
2. The **Manager** must receive **approval** from the **Reviewer** again for any changes made to the **Formal Performance Evaluation** after the discussion with the employee.

Go to: Manager Self Service>Performance Management>Performance Documents>Current Documents

- Click **Annual** in the **Document Type** Column.
- Click the **Mark Available** link.
- Click the **Available for Review** button.  This will allow the **Employee** to view this **Annual** Performance Evaluation Document using **Employee Self Service**.
- Click the **OK** button.

You are returned to the **Document Details** page.
- Click the **Mark Review Held** link.
- Click the **Date of Discussion** field.
- Enter the date the discussion was held with the employee.
- Use the scroll bar to view the Manager Comments previously entered.  If needed, the **Manager** has the ability to enter additional comments as a result of the discussion with the **Employee**.  However, this will require another review and approval by the **Reviewer**.
- Click the **Save** button.
- Click the **Review Held** button.
- Click the **OK** button.

The **Employee** can now navigate to the **Annual** Performance Evaluation Document using **Edison Self Service** to **Acknowledge** the **Annual** Performance Evaluation Document.

## 4. Manager Acknowledges the Formal Performance Evaluation On Behalf of the Employee

Using **Employee Self Service** the **Employee** can review performance evaluation documents and should **Acknowledge** the **Formal Evaluation** (**Annual**) if the discussion has taken place and Edison displays the correct **Date of Discussion.**

If the **Employee** is unable, fails or refuses to **Acknowledge** the **Formal Performance Evaluation** in a timely manner, the **Manager** is required to **Acknowledge** the **Formal Evaluation** on behalf of the Employee.

Go to: Manager Self Service>Performance Management>Performance Documents>Current Documents

- Click **Annual** in the **Document Type** column. The **link** displayed will be:
  o **Submit** if the **Employee** _has_ **Acknowledged** the **evaluation.**
  o **Acknowledge** if the **Employee** _has not_ **Acknowledged** it.

| Template Name: Annual Review | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Document Progress** | | | | | |
| **Step** | | **Status** | **Due Date** | | |
| Complete Manager Evaluation | | ◗ Review Held | 02/28/2009 | View | Acknowledge |

_(This sample shows the employee did not acknowledge the evaluation.)_

- If the **Employee** _has not_ performed the **Acknowledgement** step click the **Acknowledge** link.
- Scroll to review Section 3 (Employee Comments) if applicable.
- Click the **Acknowledge Review** button.

Note: **Manager Override** should be used when the **Employee** is temporarily without computer access and therefore unable to **Acknowledge** the evaluation. In such cases, the **Manager Acknowledges** the evaluation on the Employee's behalf.

| ⊙ Manager Override | ○ Manager Override |
| --- | --- |
| ○ Employee Refused | ⊙ Employee Refused |

**Employee Refused** should be selected when the **Employee** fails or refuses to **Acknowledge** an evaluation in a timely manner.
**Important: The Employee Refusal option must not be selected without the prior approval of the Reviewer.**

- Click the appropriate button.
- Click **OK** to **Acknowledge** the performance evaluation.

## 5. Manager Submits the Formal Performance Evaluation

After the **Employee** or **Manager** has **Acknowledged** the **Formal** Performance Evaluation Document, the **Manager** submits the **Formal** Performance Evaluation Document to the **Reviewer** for approval.

Go to: Manager Self Service>Performance Management>Performance
       Documents>Current Documents

- Click **Annual** in the **Document Type** column.
- Click the **Submit** link.
- Use the scrollbar to review the document and scroll to the bottom of the page.
- Click the **Submit for Approval** button.
- Click the **Submit** button.

## 6. Reviewer Officially Approves/Denies the Formal Performance Evaluation

The **Formal** Performance Evaluation Document requires two levels of approval:

      **1. Reviewer**
      2. Appointing Authority

Go to: Manager Self Service>Performance Management>Approve Documents

- Click the **Performance Document** link to review the document.
- Click the **Performance Document Details** link.
- Use the scroll bar to review the document and view the comments and overall rating.
  **Manager Comments are required** for all Major Job Responsibilities and in the overall **Manager's Comments Section**.
  If **Comments are not added** to the **Formal Performance Evaluation Document,** the document will be **Denied** and **Returned** to the **Manager**.
- After reviewing the document click the **Return to Performance Document Approval** link to approve/deny the document and to add comments.
- Use the scroll bar to view the bottom of this page.
- Click the **Approve/Deny** button.
  - A) If the **Reviewer denies** the document:
    - 1) The **Reviewer** should contact the **Manager** OUTSIDE the **Edison System**.
    - 2) The **Status** is changed from **Acknowledged** to **In Progress** in the **Manager's Current Documents** link.
    - 3) The **Manager** should click the **Reopen** button to start the process over so that needed changes can be made to the performance document.
  - B) If the **Reviewer approves** the document the **Reviewer** should click the **Approve** list item.
- Click in the **Comment** field.
- Enter the **Reviewer Approval Date.**
  Important:    Any other comments made by the Reviewer after the Employee Acknowledges the Performance Evaluation must be shared with the employee.

- Click the **Save** button.
- Click the **OK** button.

## 7. Appointing Authority Approves/Denies Formal Evaluation

The **Formal** Performance Evaluation Document requires two levels of approval:
      1. Reviewer
      **2. Appointing Authority**

Go to: HCM>Workforce Development>Performance Management>Approve
      Documents

- Click the **Search** button.
  - o The **Appointing Authority** or the designee may receive many **Formal** Evaluations.
  - o The **Appointing Authority** will need to **sort** the Search results by the **Status Indicator**.
  - o The Search results with a **Status Indicator** of **Admin Req** are ready for **Appointing Authority** review and approval.
  - o The **Status Indicators** of **Approved** and **In Process** should not be acted upon.
- Click the **Status** Indicator link twice to sort the documents based on their status.
- Click the link for the appropriate **Employee**.
- Click the **Performance Document Details** link.
- Use the scroll bar to review the document ratings.
- Use the scroll bar to review the comments and overall rating.
- After reviewing the document click the **Return to Performance Document Approval** link.
- Use the scroll bar to view the bottom of this page.
- Click the **Approve/Deny** list box.
  - A. If the document is denied:
    - i) The **Appointing Authority** should contact the **Reviewer** OUTSIDE the **Edison System**.
    - ii) The **Status** is changed from **Acknowledged** to **In Progress** in the **Manager's Current Documents** link.
    - iii) After discussion with the **Reviewer** the **Manager** should click the **Reopen** button to start the process over so that needed changes can be made to the performance document.
  - B. If the **Appointing Authority approves** the document the **Appointing Authority** should click the **Approve** list item.
- Click in the **Comment** field and enter "Appointing Authority Approval" and the date.
- Click the **Save** button.
- Click the **OK** button.

**Important: No changes are to be made to a Performance Evaluation Document that has been approved by the Appointing Authority.**

**If the Manager attempts to reopen a document after it has been approved by the Appointing Authority, the performance evaluation document becomes invalid and the entire performance evaluation process must be repeated.**

## Critical Final Step:

### 8. Manager Completes the Formal Performance Evaluation

After **Appointing Authority** approval, the **Manager** completes the process by marking the **Formal** Evaluation document **Complete.**

Go to: Manager Self Service>Performance Management>Performance Documents>Current Documents

Click **Annual** in the Document Type column.
Click the **Complete** link.
Use the scroll bar to review the performance evaluation document.
Click the **Complete** button.
Again, click the **Complete** button.
Click the **OK** button.
Note: This document can now be seen in your Historical Documents.


# Viewing Historical Performance Documents

Historical Performance Evaluation Documents **cannot be changed**.

After the performance document has been marked **Complete**, it moves from **Current** to **Historical Documents**.

Go to: Manager Self Service>Performance Management>Performance Documents>Historical Documents

Listed are the completed and cancelled documents for which you are the manager.
- Click the document you want to review.
Note: You can use the **Search** button to limit the items.
- Click **View** to see the document.
- Click the scroll bar to view the document.
- Click the **Return to Document Detail** link.